

Manager of Accounting and Operations, Lincoln, MA

Who We Are

Since our founding in 1991, The Food Project has grown into an internationally recognized non-profit organization that works at the intersection of youth, food, and community. For 28 years, youth and adults from diverse backgrounds have come together to produce healthy food for residents of the city and suburbs and build local, sustainable food systems. Each year, our youth crews work with our staff to farm on 70 acres in eastern Massachusetts in the suburban towns of Beverly, Lincoln, and Wenham and partner with our neighbors in Lynn and Boston's Dudley neighborhood to create the food system they imagine. We believe that food is a unique vehicle for creating personal and social change. Nothing else ties us so intimately to each other and to the planet we share, affecting our health, the climate, and culture. Moving into the future, our goal is to transform the food system into a more just, community-engaged model, that supports food security for all.

What We Seek

Reporting to the Director of Finance and Operations (DFO), the Manager of Accounting and Operations (MAO) oversees the day-to-day accounting and operations needs of The Food Project. These tasks include ensuring the correct allocations and posting of all revenues and expenses to QuickBooks, reconciling the GL, payroll processing, new employee paperwork, financial analysis and reporting, providing financial information to the development team, supporting the work of audits and tax filings, providing general office and facility support and special projects as assigned by the DFO.

Qualifications

- 1-3+ years' experience in accounting, with non-profit experience preferred
- Bachelor's degree required, with strong preference for degree in Accounting
- Proficiency with MS Office Suite, with advanced skills in Excel
- Experience with QuickBooks or similar accounting software
- Experience with CRM databases, such as Raisers Edge or Salesforce
- Strong skills in the use of technology to create efficiencies
- The capacity to work with precision and meticulous attention to detail
- High level of professionalism handling confidential or sensitive information
- Strong written communication skills
- High degree of self-reliance and initiative
- Willingness to pitch in however needed to support the organization

Responsibilities

Accounting:

- Assist the DFO in creation and management, including variance analyses, of the organization's \$3MM+ budget; facilitate staff participation.
- Responsible for the timely and accurate completion of month and quarter end closes.
- Review and process payroll, accounts payable, and accounts receivable.
- Create and manage monthly revenue and expense reports for internal and external use.
- Reconcile database and non-database systems, including the General Ledger.



- Ensure the proper reconciliations of bank accounts, credit card and vendor accounts.
- Provide ongoing financial reports to the DFO and the Executive Director, and for Finance Committee and board meetings as requested.
- Support DFO with the annual audit and tax filings.
- Recommend process improvements to DFO.
- Special projects that may arise.

Operations and IT:

- Support DFO in managing operations at offices and farms. Address any staff and/or tenant issues. Work closely with outside IT vendor
- Support more robust technology platforms and usage for finance, development, outcomes evaluation, and general operations. Assist with any system upgrades or changes.

Human Resources:

- Onboard new staff, including payroll and benefits enrollment.
- Maintain accurate personnel files for all employees

Compensation

This is a full-time position with a salary commensurate with experience and skills. Compensation package includes paid vacation, employer-sponsored health insurance, and produce from the farms, among other benefits.

Recruitment Process

We will review all submissions, identify viable candidates and contact those individuals selected to continue in the search process. The position will be filled when the desired candidate is found.

Please send résumé and cover letter via email to: financejobs@thefoodproject.org.

In the subject line, write your name and the position for which you are applying, e.g. "Jordan Smith – Manager of Finance and Operations." Additionally, please be sure to include your name in the title of both your résumé and cover letter.

The Food Project is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position.

